



## Dipen Khadgi

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Address: Nakkhu, Lalitpur

*Dedicated and detail-oriented recent graduate with a background in management, business studies, and computer science. Seeking a customer service position to leverage my academic knowledge and previous experience in delivering exceptional customer support.*

## About Me

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*A motivated and adaptable individual with a passion for solving customer issues. Proficient in communication, problem-solving, and technology, I aim to contribute to a customer-centric organization while continuously improving my skills.*

## Experience

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### Customer Service Intern | Shree Grocery Store

- Assisted customers in resolving product-related inquiries, providing accurate information and ensuring customer satisfaction.
- Collaborated with cross-functional teams to escalate and resolve complex issues.
- Maintained detailed records of customer interactions and feedback, contributing to process improvement initiatives.
- Participated in training sessions to enhance product knowledge and customer service skills.
- **Work As a Intern Auditor // MAW YAMAHA OFFICE**
- Basis Knowledge for Data Analysis
- Report Presenting skill
- Presenting audit findings to stakeholders effectively.
- Understanding how different business processes interconnect and affect financial reporting.

## Education

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DAV college, Lalitpur | 3.23 GPA

Management – Higher Secondary Level

Related Course Works: Business Studies, Accountancy, Marketing, Computer Science etc

## Current Education

Bachelors in BBS-Patan Multiple Campus

## Skills

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- Good Marketing strategy
- Good Communication Skills
- Good In Microsoft Office
- Fluent in English, Nepali & Hindi
- Problem solving skill

## **ECA / CCA**

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- Volunteer at local charity events, contributing to community service initiatives.
- Worked for Local level Blood Donation Camps

**“The fortune is in the follow-up”**